



DEPARTMENT OF THE NAVY
DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

12530
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06 DEC 01

MEMORANDUM

From: Director, Space and Naval Warfare Information Technology
Center
To: Space and Naval Warfare Information Technology Center
Managers and Supervisors

Subj: PAY SETTING GUIDELINES

Ref: (a) SPAWARINST 12530.2

Encl: (1) Superior Qualifications Memorandum Request

1. Reference (a) provides the Space and Naval Warfare Systems Command (SPAWARSYSCOM) policy for pay setting under the Demonstration Project (DEMO). Pay setting becomes an important tool under DEMO and requires supervisors and managers to consider the impact of their recommendations and decisions on the requirements, needs, and funding posture of the command. The purpose of the following guidance is to supplement reference (a) as applied to the Space and Naval Warfare Information Technology Center (SPAWARINFOTECHCEN).

2. Entry into the DEMO: This section provides pay setting guidance for DEMO entry of new employees. Excluded are employees brought under the DEMO from other organizations through mass transition. As provided by reference (a), pay for new employees may be set above the minimum of the level when the requirements of the SPAWARINFOTECHCEN and the individual's background warrant. When a higher than minimum salary rate is requested by the selecting official, regardless of the source of the hire, a superior qualifications memorandum as described in reference (a), is required which addresses the specific job requirements and the candidate's qualifications. Enclosure (1) is a sample memorandum.

a. New hires from outside federal service: Salary recommendations for new hires should be at the minimum needed to recruit the employee. Normally, no salary increase is offered, the offered total adjusted pay will equal the new hire's current adjusted total pay. Any salary increase over the new hire's current total adjusted pay will require a Superior Qualifications Memorandum Request and must be approved by SPAWARINFOTECHCEN (ITC01).

b. Current federal employees: Current federal employees outside the DEMO moving laterally into DEMO will normally only receive Pro-Rata Within Grade Increases (PWGIs) upon such action. Any salary increase over the new hire's current total adjusted pay will require a Superior Qualifications Memorandum Request and must be approved by SPAWARINFOTECHCEN (ITC01).

3. Promotion, including temporary promotion, within the DEMO: A pay increase of 6 percent or placement at the bottom of the new pay band, whichever is more, is the norm. Requests for amounts in excess of

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6 percent are an exception and will be approved by SPAWARINFOTECHCEN (ITC01) and must represent extraordinary circumstances.

4. Return to permanent grade after temporary promotion: The salary calculation upon change to lower grade after temporary promotion will place the employee at a salary he/she would have achieved without the temporary promotion. Continuing points received during a temporary promotion will be included in this salary reconstruction at the value associated with the lower grade level.

5. If you have any questions, please contact your immediate supervisor or Ms. Linda Ecuyer, Human Resources Office, New Orleans, at commercial (504) 678-2562.


H. DALE GALLOWAY

Copy to:
HRO NOLA (00)

Superior Qualifications Memorandum Request

DATE

MEMORANDUM

From: Supervisor
To: SPAWARINFOTEHCEN (ITC01)
Via: Chain of Command
HRO NOLA (Code 20B)

Subj: REQUEST APPROVAL FOR SUPERIOR QUALIFICATIONS SALARY
SETTING

Ref: (a) SPAWARINST 12530.2

1. Per reference (a) request approval to hire Mr./Ms. (Name) at a (Title, Pay Plan, Series, Demo Level) with a basic salary of (\$\$\$) per annum based upon his/her superior qualifications. The following is provided for your consideration in making this determination:

a. Mr./Ms. (Name) graduated from (University, City) with a (Degree level) in (Major Field of Study). Since graduating in (Graduation Date), Mr./Ms. (Name) has been employed with (Company or Organization) working on (Description of applicant's directly related experience that can be of immediate use in the job).

b. Provide details of applicant's current salary.

c. Explain the pay level into which the applicant is to be hired.

d. Describe the relationship of the proposed in-hire rate of the applicant to the salaries of current employees in the work group performing similar tasks.

e. If government employee, include information regarding Within Grade Increases (WGI) accrual (i.e., how much time has applicant accrued toward their next WGI).

2. If additional information is required, please contact (Supervisor's name, telephone, and or email).

SUPERVISOR'S NAME

Encl (1)